

TENTATIVE SCHEMATIC OUTLINE OF THE OVERALL SUBJECT-MATTER CLASSIFICATION

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Explanation of the Outline

This schematic outline covers Title 5 of the United States Code, Title 5 of the Code of Federal Regulations, the Federal Personnel Manual, and agency personnel manuals. It lines up corresponding chapters in these codes and manuals. These chapters would be keyed to each other through "basic breakdowns." Part A of this outline lists these breakdowns; Part B shows how they would be applied to the various codes and manuals.

Part B contains a column headed "FPM and agency personnel manuals." The list of chapters in this column is the outline of a hypothetical agency manual containing all the agency's internal personnel instructions and repeating everything in the Federal Personnel Manual. The theory is that if the Federal Personnel Manual contains material on the subject indicated by a given chapter title, the material would be put under the chapter title and the chapter number would be used; otherwise, a chapter number would be skipped in the FPM. Agency personnel manuals would do the same for the material they contain. Thus the FPM and agency manual would key readily into each other and could be interfiled if so desired.

Agencies for whom the breakdowns shown in this column are too fine (for example, agencies which have very brief personnel manuals, or which issue their personnel instructions through circulars) can still key into the Federal Personnel Manual by using the basic breakdown (or group of basic breakdowns) as their classification and numbering unit. For example, an agency could use the "Employment" group as its unit for numbering circulars, in which case the circulars on employment would be numbered "300-1", "300-2", etc. An example of this will be found in Part B, which provides a "400" breakdown for material on "Employee Performance and Utilization (General)."

The basic breakdowns serve a third purpose in addition to (1) keying together corresponding numbers in the codes and manuals and (2) serving as a basis for numbering circulars and chapters in brief manuals. They serve as the basis for expansion of code and manual outlines to cover new subjects as they develop. For example, basic breakdown 67 is entitled "Insurance" while U. S. Code chapter 67 is entitled "Federal Employees Group Life Insurance." This means that if and when a health insurance act is passed, the title of Code chapter 67 would be changed to "Insurance"; material on life insurance would become subchapter I of that chapter; and the material on health insurance would become subchapter II.

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As a further provision for expansion, the general practice for the present is to use only odd numbers for basic breakdowns. Thus, the even numbers will be available for additional basic breakdowns that may develop over a period of time.

Some of the breakdowns have been set up for special purposes, for example:

- Numbers in the "90" group (Provisions of limited application) have been set aside primarily for issuances which cut across two or more groups (for example, a publication bringing together material on recruitment, pay, etc., of hearing examiners, or of persons holding supergrade positions). Such issuances would be cross-referenced to under the main classification.
- In particular, breakdowns 93 and 97 have been set aside for material that needs to be filed by position title, name of agency, etc., rather than by functional classifications. For example, it is contemplated that breakdown 93 would be used for circulars regarding position-classification standards or qualifications standards for specific positions. In effect, these circulars are being kept out of the functional classification in the hope that some method can be developed for classifying and numbering them by groups of positions (for example, by occupational groups).
- Breakdown 17 has been set aside for Commission internal issuances on nonpersonnel subjects such as budgeting, accounting, procurement, etc. This is to prevent use of the same code number within the Commission for material on different subjects. (Internal operating material on personnel subjects, such as details of Commission employees, or examining, would be numbered according to the basic classification.)

A. SUMMARY TABLE OF BASIC BREAKDOWNS

GROUP OF BASIC BREAKDOWNS	BASIC BREAKDOWNS
Introduction	00. Introduction
The agencies generally 1/	1. Organization of departments 3. Powers of departments 5. Administrative procedures 7. Judicial review
Civil Service Commission 2/	11. Organization of CSC 13. Functions and powers of the CSC 15. Relationships of the CSC with other organizations 17. Overall administration and management of the CSC
General personnel provisions	21. Basic personnel concepts 23. Organization of the Government for personnel management 25. Personnel administration within agencies 27. Direction and control of the personnel program 29. Personnel records, reports, and forms
Employment	31. Employment (General) 33. Recruitment, selection, and placement 35. Processing of personnel actions 37. Job retention and discipline 39. Qualifications, disqualifications, and conduct

1/ This group will contain a considerable amount of nonpersonnel material. Consequently, the Federal Personnel Manual and agency personnel manuals will not be keyed in with it.

2/ This group will be used for the U. S. Code and the CSC Internal Administrative Manual. There is little material in the Federal Personnel Manual or agency personnel manuals that will be keyed in with it.

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GROUP OF BASIC BREAKDOWNS	BASIC BREAKDOWNS
Employee performance and utilization	40. Employee performance and utilization (General) 41. Employee development 43. Performance evaluation 45. Employee recognition and incentives 47. Hours of duty 49. Absence and leave
Position classification, pay, and allowances	51. Position classification and job evaluation 53. Pay systems and pay administration under specific systems 55. Pay administration (General) 57. Travel 59. Allowances and differentials
Employee benefits and services <i>Attendance & Leave</i>	61. Injury compensation 63. Retirement and social security 65. Unemployment compensation 67. Insurance 69. Services to employees
<i>Services</i> Personnel relations and appeals	71. Personnel relations 73. Personnel Security & Protection
80 Insurance & Gratuities	75. <i>Discipline & Grievance Action</i> 77. <i>Remedies</i> 79. <i>Services to Employees</i>
Provisions of limited application	91. Civil defense (miscellaneous) 93. Programs for specific positions or organizations 97. Personnel programs for specific agencies 99. General and miscellaneous

This grouping could be used primarily for circulars (for example, Departmental Circulars) and special publications sent out across several groups of basic breakdown (for example, a publication referring together to provisions on hearing examining, or all provisions on positions is super-grade).

**B. APPLICATION OF THE BASIC BREAKDOWNS TO: (1) TITLE 5 OF THE U.S. CODE;
(2) TITLE 5 OF THE CODE OF FEDERAL REGULATIONS; (3) THE FEDERAL PERSONNEL
MANUAL; AND (4) AGENCY PERSONNEL MANUALS**

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
00. Introduction			000. Introduction 1/
1. Organization of departments	1. Organization		
3. Powers of departments	3. Powers		
5. Administrative procedures	5. Administrative procedures		
7. Judicial review	7. Judicial review		

- 1/ Further subdivisions may be set up in particular Manuals as needed—for example:
- 001. Checklist of Manual material received;
 - 002. Table of contents;
 - 003. Index;
 - 004. Plan for the Manual; etc.

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
11. Organization of the CSC	11. Organization of the CSC		
13. Functions and powers of the CSC	13. Functions and powers of the CSC	131. Powers of the CSC	
15. Relationships of the CSC with other organizations	15. Political activity of certain State and local employees	151. Political activity of State and local employees 152. Recognition of representatives of veterans	150. Relationships of the CSC with other organizations
17. Overall adminis- tration and manage- ment of the CSC ^{1/}			171. The CSC issuance system

^{1/} Basic breakdown 17 has been developed primarily for use in the CSC Administrative Manual.

BASIC BREAKDOWN	U.S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
21. Basic personnel concepts	21. Definitions	210. Definitions 213. Exceptions from the competitive service	210. Basic concepts and definitions (General) 211. Veteran preference 212. Competitive service and competitive status 213. Excepted service
23. Organization of the Government for personnel management			230. Organization of the Government for per- sonnel management
25. Personnel administration within agencies		251. Delegated authority	250. Personnel administra- tion within agencies

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
27. Direction and control of the personnel program			271. Developing policies, procedures, programs, standards, and tests 272. Personnel policy formulation and personnel issuances 273. Inspections, surveys, and audits 274. Corrective actions 275. Evaluation of personnel programs
29. Personnel records, reports, and forms 35 moves in here		291. Personnel reports 293. Official personnel folder	291. Personnel reports 292. Development of personnel statistics 293. Personnel records and files 294. Release of personnel information 295. Personnel forms and documents

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
31. Employment (General)	31. Authority for and tenure of employment: <ul style="list-style-type: none"> - Position control and details - Authority of the President to regulate employment - Temporary filling of office on acting basis - Tenure - Temporary employment of experts and consultants - Employment of specially qualified professional and scientific personnel - Employment of hearing examiners - Employment in the excepted service 	310. Employment (General) 311. Authority for and tenure of employment 312. Noncompetitive acquisition of competitive status 315. Appointments to positions overseas 316. Employment in the excepted service	310. Employment (General) 311. Authority for and tenure of employment 312. Noncompetitive acquisition of competitive status 313. Details 314. Position control 315. Overseas employment 316. Employment in the excepted service 317. Military service obligations and draft deferment

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
33. Recruitment, selection, and placement	33. Recruitment, selection, and placement: - Competitive selection - Noncompetitive selection - Preference eligibles who have been separated or furloughed - Miscellaneous	330. Recruitment, selection, and placement (General) 331. Recruitment and selection through competitive examinations 332. Selection in priority order 333. Noncompetitive selection and placement	330. Recruitment, selec- tion, and placement (General) 331. Recruitment and selection through competitive exam- inations 332. Recruitment through the applicant supply system and selection in priority order 333. Promotion and non- competitive selec- tion and placement 334. Organization for recruitment and examining 335. Examining
35. Processing of personnel actions <i>to 2/9</i>	35. Formalities of employment: - Commissions - Oaths and affidavits - Notices and reports	<i>Job Retention</i>	350. Processing of personnel actions (General) 351. Processing of accessions 352. Processing of changes 353. Processing of separations

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
37. Job retention and discipline	37. Job retention: - Reduction in force - Adverse actions - Restoration - Reemployment - Transfer of functions or replacement of agency	371. Retention preference regulations for use in reduction in force 373. Adverse actions 374. Employment with reemployment rights 375. Restoration of Federal employees after active military duty	371. Reduction in force 372. Discipline 373. Adverse actions 374. Reemployment rights 375. Restoration after military service
39. Qualifications, disqualifications, and conduct <i>to Personnel Relations</i>	39. Qualifications, disqualifications, and conduct: - General provisions - Conduct of employees: - Conduct specifically prohibited - Political activities - Conflict of interests - Dereliction of duty	390. Qualifications, disqualifications, and conduct: - General provisions - Political activities of Federal employees - Prohibition against holding State and local office	390. Qualifications, disqualifications, and conduct (General) 391. Medical 392. Suitability 393. Employee security program 394. Political activities of Federal employees 395. Employee responsibilities and conduct 396. Investigations

ADSO BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
40. Employee performance and utilization (General)			400. Employee performance and utilization (General)
41. Employee development	41. Training	410. Employee development	410. Employee development
43. Performance evaluation	43. Performance ratings		430. Performance evalua- tion
45. Employee recogni- tion and incentives	45. Incentive awards	451. Incentive awards	450. Employee recognition and incentives (General) 451. Incentive awards 452. Suggestion system
47. Hours of duty	47. Hours of work	471. Establishment of basic workweek and work schedule	470. Hours of work
49. Absence and leave	49. Leave: - Annual and sick - Administrative - Without pay	491. Uniform annual and sick leave regulations	490. Absence and leave

to 61+63 Attendance & Leave

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
51. Position classification and job evaluation	51. Position classification	511. Position classification under the Classification System	511. Position classification under the Classification System 512. Job evaluation under prevailing rate systems 515. Classification under other pay systems
53. Pay systems and pay administration under specific systems	53. Pay systems and rates: - The General Schedule - Prevailing rate systems - Executive pay - Student employees - Professional and scientific employees - Legislative employees - Judicial employees	531. Pay under the Classification System: - General compensation rules - Salary retention rule - Step increases 534. Maximum stipends for positions in Government hospitals filled by student or resident trainees 535. Conversion of employees and positions from one pay system to another	531. Pay under the Classification System 532. Pay under prevailing rate systems 534. Pay under other systems

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
55. Pay administration (General)	55. Pay administration (General): - General provisions - Set-off and withholding - Dual compensation and dual employment - Settlement of accounts - Premium pay	551. Overtime, night, and holiday pay	550. Pay administration (General)
57. Travel	57. Travel: - Expenses of relocation - Expenses of duty assignments - Transportation of remains		570. Travel 1/
59. Allowances and differentials	59. Allowances and differentials: - Quarters - Clothing	591. Territorial post differ- entials and Territorial cost-of-living allowances	591. Territorial allowances and differentials 592. Overseas allowances and post differentials 593. Subsistence, quarters, and laundry 594. Uniform allowances

1/ Where a personnel manual contains only incidental references to travel, such references would be in chapters on other subjects.

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
61. Injury compensation	61. Workmen's compensation		611. Work injuries (treatment and compensation)
63. Retirement and social security	63. Retirement: - In general - Civil Service Retirement	631. Retirement	631. Retirement 632. Old age and sur- vivors' insurance
65. Unemployment compensation	65. Unemployment compensation		650. Unemployment compensation
67. Insurance	67. Federal Employees' Group Life Insurance	671. Group life insurance	671. Group life insurance
69. Services to employees 879	69. Services to employees: - Safety - Health - Voting assistance		690. Services to employees (General) 691. Safety program 692. Health program

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BASIC BREAKDOWNS	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
71. Personnel relations	71. Right to organize		710. Personnel relations (General) 711. Labor relations 712. Employee organizations and activities 713. Most employment policies
73. Appeals <i>Sanctity, Security & Conduct</i>	73. Appeals	732. Government employment policy (nondiscrimination) 733. Performance rating boards of review	730. Appeals (General) 731. Grievances and Sanctity administrative appeals 732. Government employment policy (nondiscrimination) 733. <i>Political Activities</i> 734. <i>Working States</i>
75. Discipline & Adverse Actions		751 + 752	734. <i>Local Office</i> 735. <i>Supervision & Conduct</i> 737. <i>Investigations</i>
77. Remedies		<i>Grievance Procedures & Appeal</i>	
79. Service to Employees			

BASIC BREAKDOWN	U. S. CODE	CODE OF FEDERAL REGULATIONS, TITLE 5	FPM AND AGENCY PERSONNEL MANUALS
91. Civil defense (Miscellaneous) 1/			910. Civil defense (Miscellaneous)
93. Programs for specific positions or examinations 2/		931. Appointment, compensation, and removal of hearing examiners 932. Motor vehicle operators	930. Programs for speci- fic positions or examinations (General) 931. Hearing examiners 932. Motor vehicle operators
97. Personnel programs for specific agencies 2/			
99. General and miscellaneous 2/			

1/ This breakdown provided for use in numbering circulars. However, some material covered by this breakdown may appear in Manuals.

2/ To be used principally for circulars and special publications.